

Official Record Copy
Office of Personnel

OP MEMORANDUM NO. 20-60-26
18 May 1981

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Expansion of the FLSA Field in PERSIGN System to Include
Work Schedule

1. On 15 May 1981 the Fair Labor Standards Act Code (FLSA) in the PERSIGN System, will be restructured to include the Work Schedule along with the FLSA eligibility. The primary purpose for this change is to allow the OP computer system, PERSIGN, to pass the work schedule data to the Payroll System to automatically determine those employees who are scheduled to work a 5/4-9 flexible tour of duty. The code was expanded to include all of the flexible work schedules defined in OPPPM 20-29-17.

2. The following procedures are established for the future modifications of this field in the PERSIGN record:

A. Initial updating of new work schedules: Managers in the components will determine and obtain approval for implementing flexible tours of duty for employees under their jurisdiction following the guidelines in OPPPM 20-29-17. They will direct the Time and Attendance Clerks to complete a "Fair Labor Standards Act/Work Schedule Change Form" (FLSA/WS) on all employees working a flexible tour of duty. The form will be submitted to OP/TRB for Staff Employees and OP/CPD for Contract Employees -- both units will update the FLSA code in PERSIGN. OP/CPD after updating PERSIGN will forward the form without delay to Office of Finance who will update the Payroll System for Contract Employees. Forms will be retained by OP/TRB and Office of Finance for three months.

B. Subsequent changes will be made as follows:

(1) The component personnel officers will generate the correct initial FLSA/WS code for new employees, reassignments and Fair Labor Standard Act coverage changes on Form 1152, Request for Personnel Action.

(2) The Time and Attendance Clerks will be responsible for documenting any change in Work Schedule after an employee is assigned to a position. Time and Attendance Clerks will follow the procedure outlined above when instructed by the office manager to change the work schedule of an employee. Specifically:

a. A FLSA/WS change form with the change to be effective the first day of a pay period will be completed and submitted to OP/TRB for Staff Employees and OP/CPD for Contract Employees;

b. OP/TRB personnel will update the PERSIGN record and send the information to the Payroll System via automated interface link for Staff Personnel, and paper notification by OP/CPD for Contract Employees;

c. The employee's FLSA overtime will be computed by the Payroll System based on the FLSA/WS and the effective date of the change.

(3) OP/TRB and CPD can normally process the FLSA/WS change if it is received by the second Wednesday of the pay period in which the change is effective; preferably, changes should be received earlier to avoid possible pay computation errors or retroactive pay computations by the Office of Finance.

3. The attached FLSA/WS Change Form (#4185) may be duplicated and used for the initial updates to the FLSA/WS field. ADRB [] may be contacted for additional forms. The codes for FLSA/WS will be changed on 15 May 1981 to:

A - Eligible for FLSA Coverage - Static Tour

or

N - Not Eligible for FLSA Coverage - Static Tour

Changes can be accepted after that date to be effective 17 May 1981. Compensation Division/Office of Finance will continue to monitor those employees authorized to work a 5/4-9 tour of duty through 16 May and will rely on the FLSA/WS code for computation after that date.

4. If you have questions regarding this new procedure please contact Chief, ADRB []

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Acting Director of Personnel

OPM 12-81

140-2602

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FAIR LABOR STANDARDS ACT/WORK SCHEDULE CHANGE FORM

SSN _____ NAME _____
LAST-FIRST-MIDDLE

Effective Date _____ NOTE: Must be First Day of a Pay Period
MO-DA-YR

FLSA/WS Code Structure (Check one)

ELIGIBLE FOR FLSA COVERAGE

INELIGIBLE FOR FLSA COVERAGE

- A Static
- B Flexitour
- C Gliding Schedule
- D Variable Day
- E Compressed Work Week
- F
- G
- H Variable Week
- I Maxiflex (Excl 5/4 - 9)
- J 5/4 - 9
- K
- L
- M

- N Static
- O Flexitour
- P Gliding Schedule
- Q Variable Day
- R Compressed Work Week
- S
- T
- U Variable Week
- V Maxiflex (Excl 5/4 - 9)
- W 5/4 - 9
- X
- Y
- Z

Signed: _____ Date _____ Telephone extension _____
T&A Technician

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